



Cash Receipts and Deposits

Chapter 5:

Reports, Queries, and Displays



Cash Receipts and Deposits

Chapter 5: Reports, Queries, and Displays

Topic

- 5-1 Cash Journal Summary – Print Cash Journal
- 5-2 Cash Journal Query – Transaction ZCAJO
- 5-3 Using Receipts Header Data to Locate Documents –
Transaction FB03
- 5-4 General Ledger/Customer Report – Transaction ZFIN
- 5-5 Customer/General Ledger Report – Transaction ZCAR

Topic 5-1

Cash Receipts and Deposits

Topic 5-1: Cash Journal Summary Print Cash Journal

- To print a summary listing of the transactions entered in the Cash Journal, use the Print Cash Journal button on the FBCJ, Cash Journal Screen.

Topic 5-1:

Cash Journal Summary

Print Cash Journal – Transaction FBCJ

Cash Journal 6101 Company Code ARK

Save Post **Print cash journal** Change cash journal Editing Options

Data selection

Display period: 02/01/2004 - 02/29/2004 (circled)

← Today →
 ← This week →
 ← Current period →

Cash journal: ABC
 Company code: State of Arkansas

Balance display for display period

Opening balance	0.00	USD	
+ Total cash receipts	82,021.85	USD	Number: 33
+ Total check receipts	0.00	USD	Number: 0
- Total cash payments	82,021.85	USD	Number: 6
= Closing balance	0.00	USD	
Cash thereof	0.00	USD	

Cash payments Cash receipts Check receipts

Business t...	G/L	Do...	Amount	Reference	Recpt recipient	Cost Center	Fund	Busine...	Posting Da...	Text	Assign
SALE OF C...	4048001000		20.00	17325	COUNTRYSIDE PAC...	388201	NAB0000	0611	02/20/2004	REGULATION	
SALE OF C...	4048001000		10.00	008	BIG COUNTRY'S GE...	388201	NAB0000	0611	02/20/2004	REGULATION	
SALE OF C...	4048001000		10.00	061046	ABERNATHY COMP...	388201	NAB0000	0611	02/20/2004	REGULATION	
SALE OF C...	4048001000		10.00	10214	SOURCE DATA ACQ...	388201	NAB0000	0611	02/20/2004	REGULATION	

To view and/or print a report of the entries on a specific date or period, select a single date or a range of dates in the Display period of the cash journal.


Click on the Print cash journal button. Print cash journal

Topic 5-1:

Cash Journal Summary

Print Cash Journal – Transaction FBCJ

List Edit Goto Settings System Help									
Cash Journal									
State of Arkansas CASH JOURNAL Page: 1									
Little Rock ABC USD US Dollar									
ARK 6101 / 1000611001 05/30/2003 11:20:57									
02/01/2003 - 02/28/2003 RFCASH20 / LSWHITAKER									
Opening balance: 0.00 USD									
Document n	Pstg date	Business t	Expenditures	Receipts	Tax amount				
Item	Business t	Expenditures	Receipts	Tax amount	Text for item	BA	Profit ctr	Cost ctr	
1000220505	02/07/2003	PRIOR YEAR REF%	0.00	907.02	0.00				
1000220506	02/07/2003	PRIOR YEAR REF%	0.00	23,182.27	0.00				
1000220507	02/07/2003	REFUND TO EXPE%	0.00	1,048.63	0.00				
1000220508	02/07/2003	REFUND TO EXPE%	0.00	23,677.91	0.00				
1000220509	02/07/2003	REFUND TO EXPE%	0.00	1,033.87	0.00				
1000220510	02/07/2003	REFUND TO EXPE%	0.00	23,065.22	0.00				
1000220511	02/07/2003	REFUND TO EXPE%	0.00	1,243.52	0.00				
1000220512	02/07/2003	REFUND TO EXPE%	0.00	19,970.61	0.00				
1000220513	02/07/2003	REFUND TO EXPE%	0.00	1,456.55	0.00				


The report will be displayed in single line format. To view additional line item data click on the  Document icon.

Topic 5-1:

Cash Journal Summary

Print Cash Journal – Transaction FBCJ

List Edit Goto Settings System Help									
Cash Journal									
State of Arkansas CASH JOURNAL Page: 1									
Little Rock ABC USD US Dollar									
ARK 6101 / 1000611001 05/30/2003 11:34:15									
02/01/2003 - 02/28/2003 RFCASH20 / LSWHITAKER									
Opening balance: 0.00 USD									
Document n	Pstg date	Business t	Expenditures	Receipts	Tax amount				
Item		Business t	Expenditures	Receipts	Tax amount	Text for item	BA	Profit ctr	Cost ctr
1000220505	02/07/2003	PRIOR YEAR REF%	0.00	907.02	0.00	POSTAGE REFUND	0634	401201	
1		PRIOR YEAR REF%	0.00	907.02	0.00				
1000220506	02/07/2003	PRIOR YEAR REF%	0.00	23,182.27	0.00	POSTAGE REFUND	0630	397651	
1		PRIOR YEAR REF%	0.00	23,182.27	0.00				
1000220507	02/07/2003	REFUND TO EXPE%	0.00	1,048.63	0.00	POSTAGE REFUND	0634	401201	
1		REFUND TO EXPE%	0.00	1,048.63	0.00				
1000220508	02/07/2003	REFUND TO EXPE%	0.00	23,677.91	0.00	POSTAGE REFUND	0630	397651	
1		REFUND TO EXPE%	0.00	23,677.91	0.00				

Additional information for each line item will be displayed. To customize your report select the  Current display icon.

Topic 5-1:
Cash Journal Summary
Print Cash Journal – Transaction FBCJ

Define Display Variants

Header Position

Line 1 Line 2 Line 3

Header / Line 1

Column content	Pos.	Length	
Document number	1	10	
Posting date	2	10	
Business transaction	3	15	
Expenditures	4	12	<input checked="" type="checkbox"/>
Receipts	5	12	<input checked="" type="checkbox"/>
Tax amount	6	12	<input checked="" type="checkbox"/>
	7	4	

Line width 86

Hidden fields

Col. content	Lgth.	
Company code	4	
Cash journal number	9	
Fiscal year	4	
Cash journal doc.no.	10	
Amount of payment	12	
Reference	16	
	10	
	10	
	10	
	10	
Reversal doc. No.	10	
	10	

List width 125

The header fields only will be initially displayed. To access the line item fields, click on the Position button.

Position

Topic 5-1:

Cash Journal Summary

Print Cash Journal – Transaction FBCJ

Define Display Variants

Header Position

Line 1 Line 2 Line 3

Position / Line 1			
Column content	Pos.	Length	
Item number	1	4	
	2	17	
Business transaction	3	15	
Expenditures	4	12	<input type="checkbox"/>
Receipts	5	12	<input type="checkbox"/>
Tax amount	6	12	<input type="checkbox"/>
Text for item	7	15	
Business area	8	4	
Profit center	9	10	
Cost center	10	10	

Line width: 125

List width: 125

Hidden fields	
Col. content	Lgth.
Net amount	12
Tax code	2
Jurisdiction code	15
G/L account	10
Vendor	10
Customer	10
Assignment	18
Joint Venture	6
Fund	10
Trading part.BA	4
Transaction type	3
Functional area	4

Navigation icons: Print, Copy, Paste, Undo, Redo

Select the fields to move in or out of the report by highlighting and clicking the center arrows.



Once the report is formatted, it can be saved as a variant for future use.

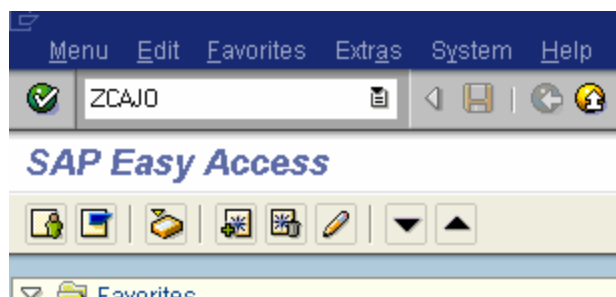
Topic 5-2

Cash Receipts and Deposits

Topic 5-2: Cash Journal Query Transaction ZCAJO

- Transaction ZCAJO is an interactive query that provides a comprehensive reporting tool for cash journal entries.
- Transaction ZCAJO can be accessed from the menu path
Special Transactions and Reports
> Accounts Receivable.

Topic 5-2: Cash Journal Query Transaction ZCAJO



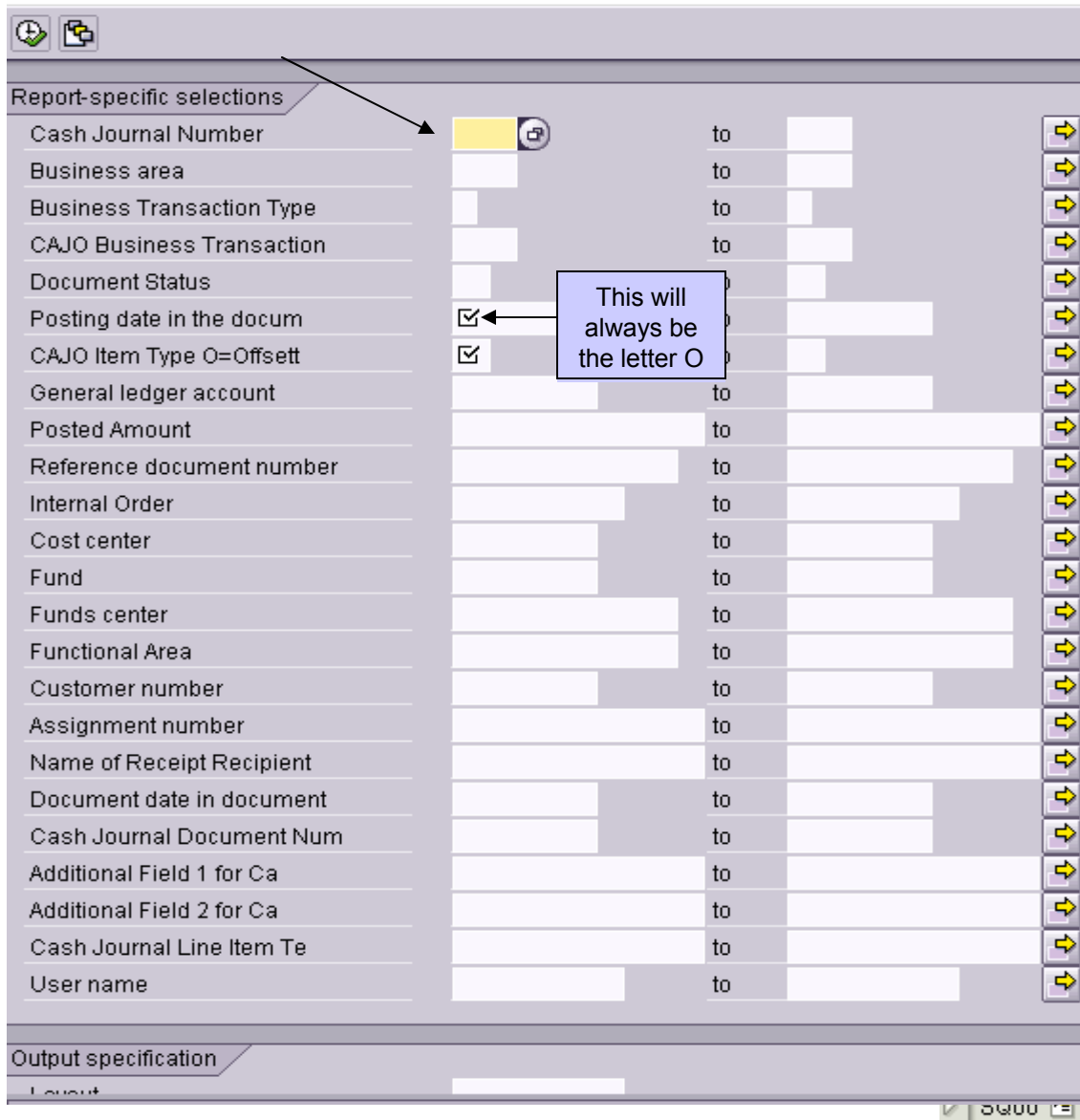
Enter Transaction ZCAJO in command box.

Note: ZCAJO can be added to your Favorites via the Menu: Favorites>Insert Transaction.

Steps 1 – 3 on the following pages must be completed to execute the report successfully. Additional selection criteria may be used as needed.

Topic 5-2: Cash Journal Query Transaction ZCAJO

Cash Journal



Report-specific selections

Cash Journal Number		to		
Business area		to		
Business Transaction Type		to		
CAJO Business Transaction		to		
Document Status		to		
Posting date in the docum	<input checked="" type="checkbox"/>	to		
CAJO Item Type O=Offsett	<input checked="" type="checkbox"/>	to		
General ledger account		to		
Posted Amount		to		
Reference document number		to		
Internal Order		to		
Cost center		to		
Fund		to		
Funds center		to		
Functional Area		to		
Customer number		to		
Assignment number		to		
Name of Receipt Recipient		to		
Document date in document		to		
Cash Journal Document Num		to		
Additional Field 1 for Ca		to		
Additional Field 2 for Ca		to		
Cash Journal Line Item Te		to		
User name		to		

Output specification

Layout

1. Enter Cash Journal number, Posting date(s) and CAJO Item type. The item type will be O (alpha).
 - If your agency maintains multiple cash journals, a range can be used to access data from all journals.

Topic 5-2: Cash Journal Query Transaction ZCAJO

Cash Journal

Report-specific selections

Cash Journal Number	6101	to		
Business area		to		
Business Transaction Type		to		
CAJO Business Transaction				
Document Status	P			
Posting date in the docum	07/01/03			
CAJO Item Type O=Offsett	0			
General ledger account				
Posted Amount				
Reference document number				
Internal Order				
Cost center				
Fund				
Funds center		to		
Functional Area		to		
Customer number		to		
Assignment number		to		
Name of Receipt Recipient		to		
Document date in document		to		
Cash Journal Document Num		to		
Additional Field 1 for Ca		to		
Additional Field 2 for Ca		to		
Cash Journal Line Item Te		to		
User name		to		

Cash Journal Entry Document Status (1)

- ✓
- ✗
- H
- P
- S
- E
- D
- C
- R

Short text

- P Successfully posted (FI/CO interface)
- S Successfully saved (in cash journal)
- E Online checks for data entry were carried out
- D Document was deleted
- C Document was copied
- R Document has been reversed

Output specification

Layout

SQ00

- Enter Document Status, or use look up icon to select. To view all entries enter a range of document status of P-S. For posted documents only, be sure to include P and R.

Topic 5-2: Cash Journal Query Transaction ZCAJO

Cash Journal

Report-specific selections

Cash Journal Number	6101	to		➡
Business area		to		➡
Business Transaction Type		to		➡
CAJO Business Transaction		to		➡
Document Status	PI	to		➡
Posting date in the docum	07/01/03	to	07/31/03	➡
CAJO Item Type 0=Offset	0	to		➡
General ledger account		to		➡
Posted Amount		to		➡
Reference document number		to		➡
Internal Order		to		➡
Cost center		to		➡
Fund		to		➡
Funds center		to		➡
Functional Area		to		➡
Customer number		to		➡
Assignment number		to		➡
Name of Receipt Recipient		to		➡
Document date in document		to		➡
Cash Journal Document Num		to		➡
Additional Field 1 for Ca		to		➡
Additional Field 2 for Ca		to		➡
Cash Journal Line Item Te		to		➡
User name		to		➡

Output specification

Layout:

3. Enter any additional selection criteria to restrict results as desired.
4. Click on the execute icon.

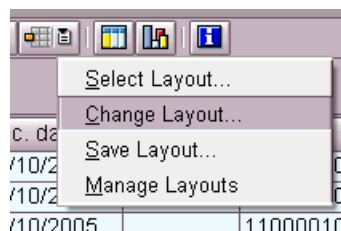
Topic 5-2: Cash Journal Query Transaction ZCAJO

CoCd	Recpt recipient	Reference	Pstg date	Doc. date	Invoice_Po	G/L acct	Customer	Customer_name	Document n	Type	BA	Fund	Funds ctr	FA	Cost ctr	St
ARK			08/10/2005	08/10/2005		1100001002			1000535406	B	0620	TAJ0300				P
ARK			08/10/2005	08/10/2005		1100001002			1000535416	B	0090	RRA0000				P
ARK			08/10/2005	08/10/2005		1100001002			1000535413	B	0610	AGA0000				P
ARK			08/10/2005	08/10/2005		1100001002			1000535412	B	0960	SCP0000				P
ARK			08/10/2005	08/10/2005		1100001002			1000535411	B	0520	SPD0100				P
ARK			08/10/2005	08/10/2005		1100001002			1000535410	B	0960	SMP8800				P
ARK			08/10/2005	08/10/2005		1100001002			1000535409	B	0960	SRAN100				P

The report executes with all available fields displayed. Existing variants may be selected by clicking on the

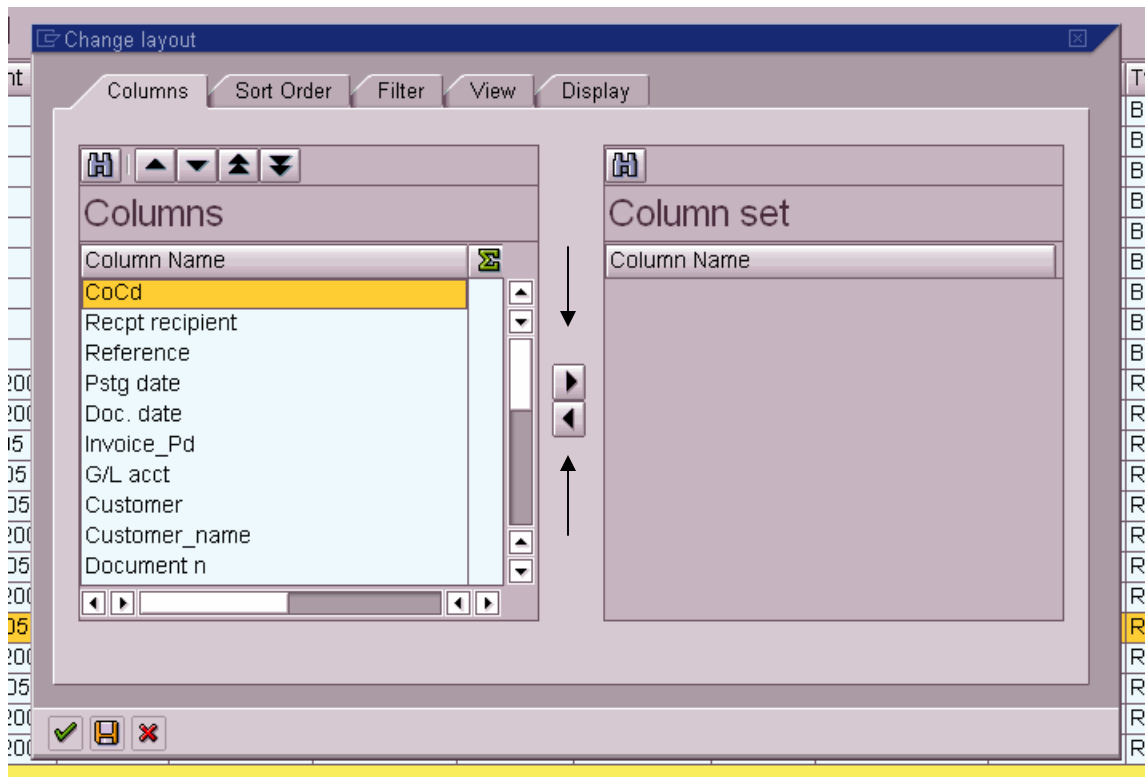


Change Layout icon.



User specific variants can be created by clicking on the Save variant selection after the desired layout changes are completed.

Topic 5-2: Cash Journal Query Transaction ZCAJO

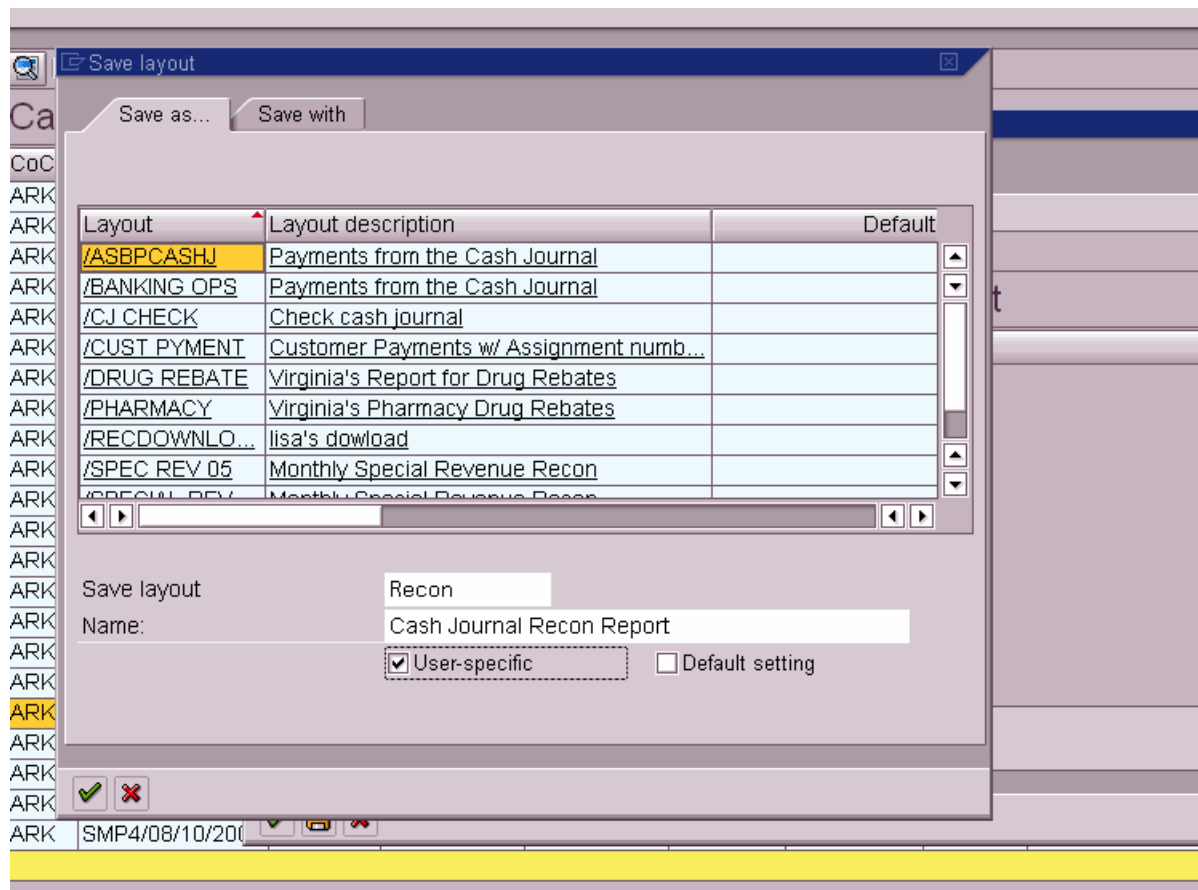


Select fields to be hidden and use arrows to move the fields from “Display fields” to “Hidden fields”.

Fields can be moved back and forth and placed in the order preferred.

When satisfied with choices, click on the green check.

Topic 5-2: Cash Journal Query Transaction ZCAJO



To save variant, click on the Save icon.



Name the variant.

The User-specific box should be checked.

Check the Default setting box if you want the report to default to these settings each time it is executed.

Topic 5-2: Cash Journal Query Transaction ZCAJO

Sorting

CoCd	Recpt recipient	Reference	Pstg date	Doc. date	Invoice_Paid	Revenue/Customer/GL	NCustomer_name	CAJO_Do
ARK	ABC	03W-0068993	08/21/2002	08/21/2002	18039852	0998061100	DFA - ALCOHOLIC BEVERAGE CONTROL DI	10001607
ARK	DFA	03W-0068992	08/21/2002	08/21/2002	18039844	0998061008	DFA - OFFICE OF ACCOUNTING	10001607
ARK	DFA	03W-0068992	08/21/2002	08/21/2002	18039847	0998061017	DFA - OFFICE OF STATE PURCHASING	10001607
ARK	DFA	03W-0068992	08/21/2002	08/21/2002	18039846	0998061012	DFA - Office of State Purchasing	10001607

To sort the data, highlight a desired column heading for sort, then click on the ascending or descending sort icon.

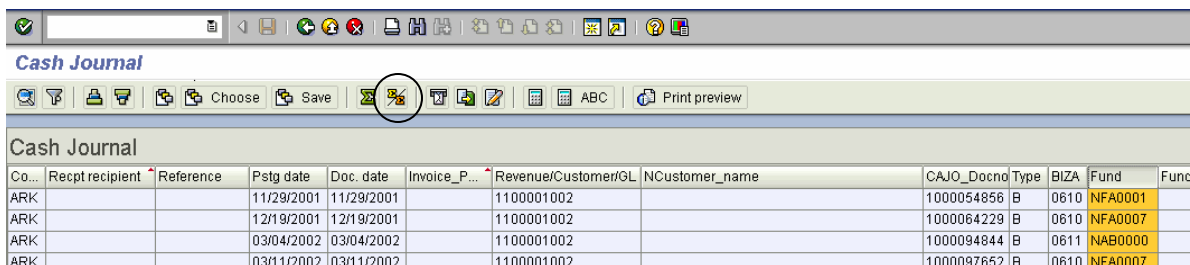
Sort fields	Field list
Column content	Col. content
Recpt recipient	CoCd
	Reference
	Pstg date
	Doc. date
	Invoice_Paid
	Revenue/Customer/GL
	NCustomer_name
	CAJO_Docno
	Type
	BIZA
	Fund
	Funds ctr

Select fields for sorting by using arrows in the center of the Define Sort Order box, and click on the Copy button. Report will sort according to choice made. Multiple sort criteria may be selected.



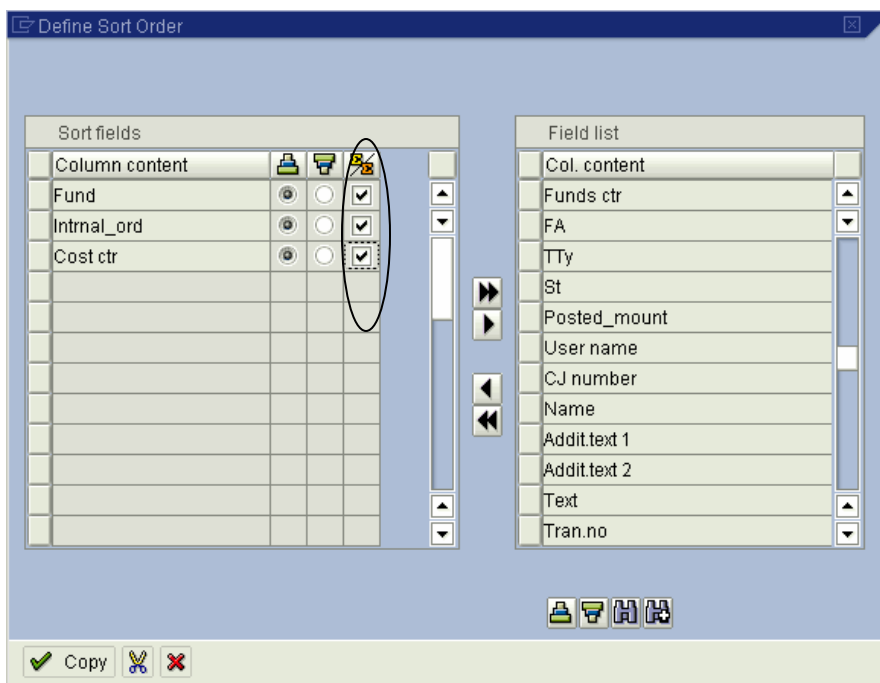
Topic 5-2: Cash Journal Query Transaction ZCAJO

Subtotaling



Co...	Recpt recipient	Reference	Pstg date	Doc. date	Invoice_P...	Revenue/Customer/GL	NCustomer_name	CAJO_Docno	Type	BIZA	Fund	Func
ARK			11/29/2001	11/29/2001		1100001002		1000054856	B	0610	NFA0001	
ARK			12/19/2001	12/19/2001		1100001002		1000064229	B	0610	NFA0007	
ARK			03/04/2002	03/04/2002		1100001002		1000094844	B	0611	NAB0000	
ARK			03/11/2002	03/11/2002		1100001002		1000097652	B	0610	NFA0007	

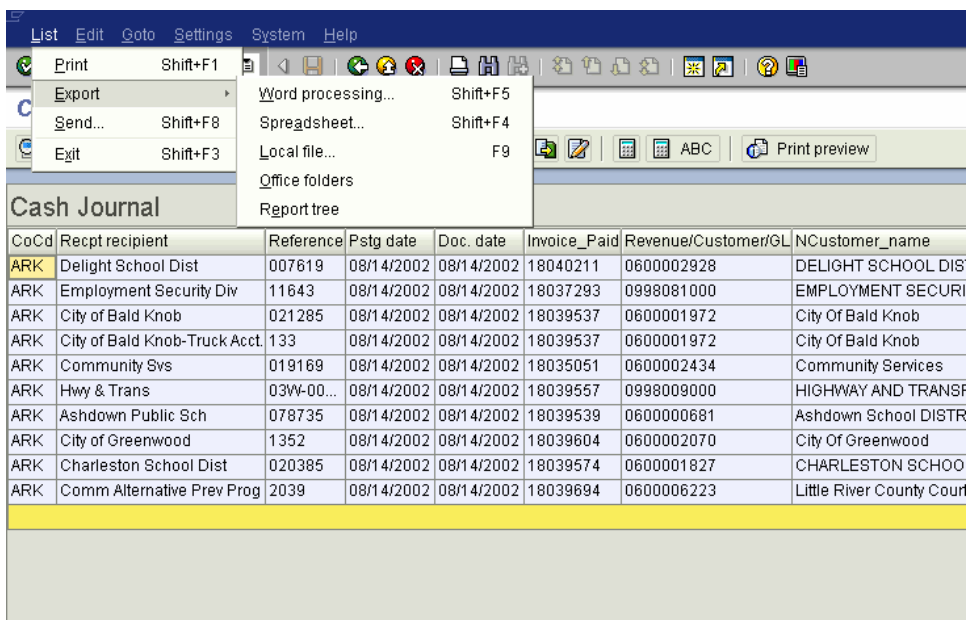
To subtotal by a particular field, highlight the column desired and click on the subtotal icon.



Note: Multiple fields may be selected for subtotals (i.e., total by fund, internal order, etc.)

Topic 5-2: Cash Journal Query Transaction ZCAJO

Exporting to Excel



The screenshot shows the 'Cash Journal' window with the 'List' menu open, 'Export' selected, and 'Spreadsheet...' chosen. The data table below represents the content shown in the window.

CoCd	Recpt recipient	Reference	Pstg date	Doc. date	Invoice_Paid	Revenue/Customer/GL	NCustomer_name
ARK	Delight School Dist	007619	08/14/2002	08/14/2002	18040211	0600002928	DELIGHT SCHOOL DIS
ARK	Employment Security Div	11643	08/14/2002	08/14/2002	18037293	0998081000	EMPLOYMENT SECURI
ARK	City of Bald Knob	021285	08/14/2002	08/14/2002	18039537	0600001972	City Of Bald Knob
ARK	City of Bald Knob-Truck Acct	133	08/14/2002	08/14/2002	18039537	0600001972	City Of Bald Knob
ARK	Community Svs	019169	08/14/2002	08/14/2002	18035051	0600002434	Community Services
ARK	Hwy & Trans	03W-00...	08/14/2002	08/14/2002	18039557	0998009000	HIGHWAY AND TRANS
ARK	Ashdown Public Sch	078735	08/14/2002	08/14/2002	18039539	0600000681	Ashdown School DISTR
ARK	City of Greenwood	1352	08/14/2002	08/14/2002	18039604	0600002070	City Of Greenwood
ARK	Charleston School Dist	020385	08/14/2002	08/14/2002	18039574	0600001827	CHARLESTON SCHOO
ARK	Comm Alternative Prev Prog	2039	08/14/2002	08/14/2002	18039694	0600006223	Little River County Court

From the Menu, select List>Export then select Spreadsheet.

Note: Sorting and subtotal formatting will not transfer to Excel.

Topic 5-3

Cash Receipts and Deposits

Topic 5-3:

Using Receipts Header Data to Locate Documents

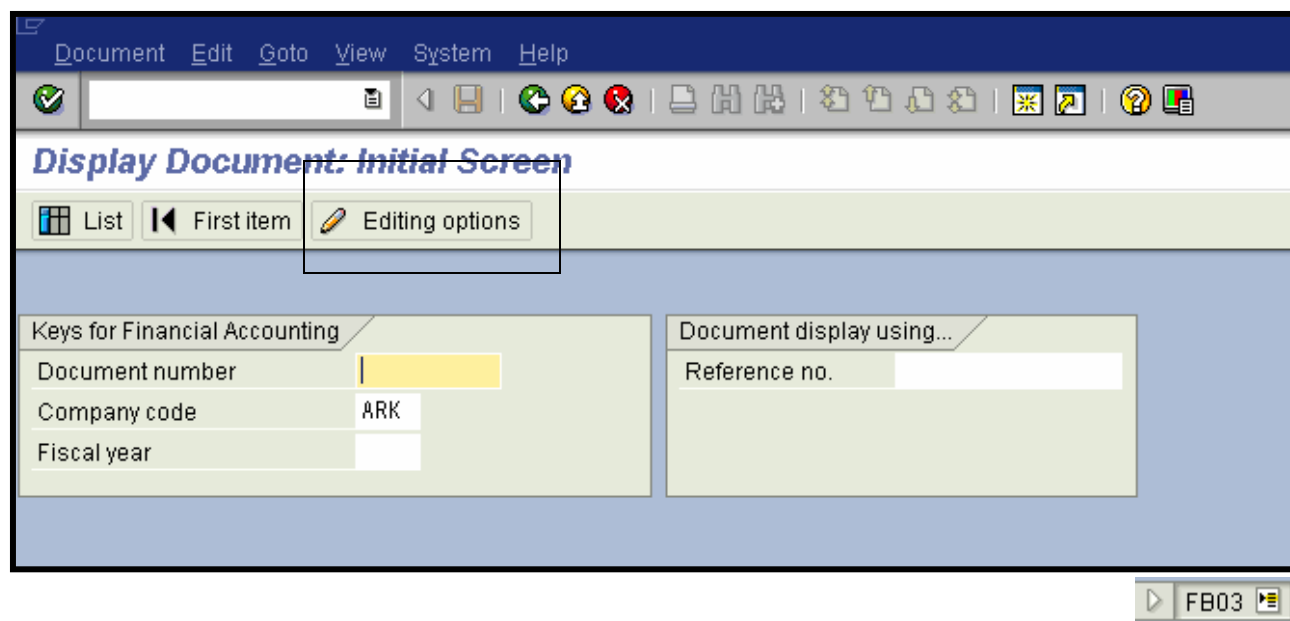
Transaction FB03

Transaction FB03 can be used to locate a receipt by Reference field. The reference field in the cash journal has been designated to contain the check number, money order number or other identifying information to assist in locating the payment document.

Topic 5-3:

Using Receipts Header Data to Locate Documents

Transaction FB03



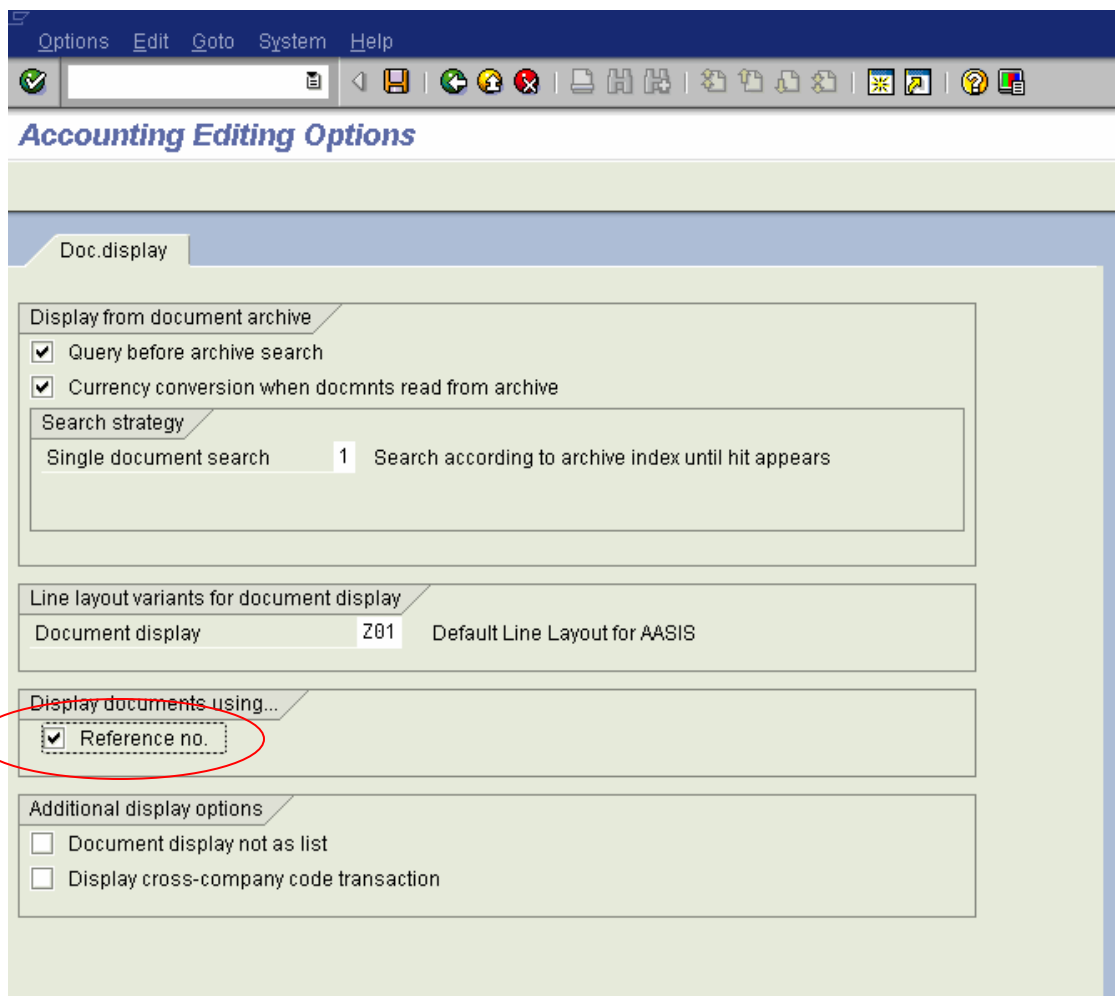
1. If Reference no. field does not appear on the initial screen of FB03, click on the Editing Options to add



Topic 5-3:

Using Receipts Header Data to Locate Documents

Transaction FB03



Options Edit Goto System Help

Accounting Editing Options

Doc.display

Display from document archive

☒ Query before archive search

☒ Currency conversion when docmnts read from archive

Search strategy

Single document search 1 Search according to archive index until hit appears

Line layout variants for document display

Document display Z01 Default Line Layout for AASIS


Display documents using...


☒ Reference no.

Additional display options

☐ Document display not as list

☐ Display cross-company code transaction

2. Select "Reference no."
3. Click on the Save icon. 
4. Message will display at the bottom of the screen:

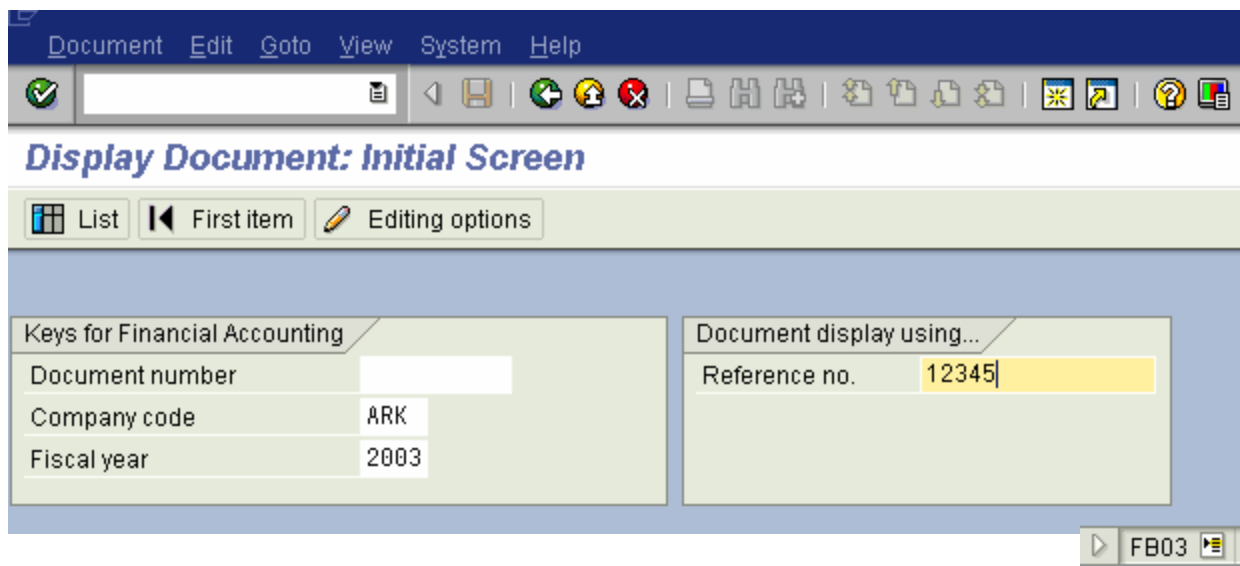
 The options were entered in the user master record

Note: User performs these steps one-time.

Topic 5-3:

Using Receipts Header Data to Locate Documents

Transaction FB03



Document Edit Goto View System Help

Display Document: Initial Screen

List First item Editing options

Keys for Financial Accounting


Document number	
Company code	ARK
Fiscal year	2003

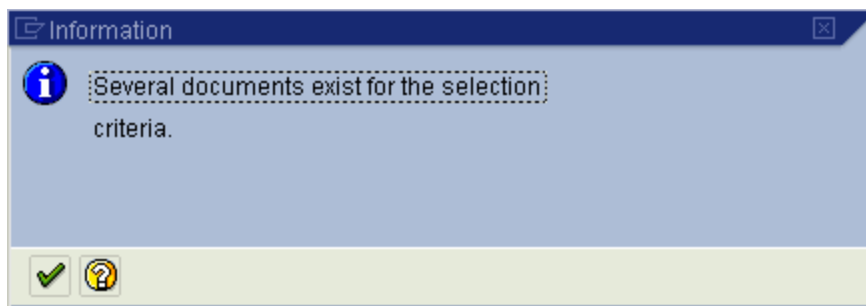
Document display using...

Reference no.	12345
---------------	-------

FB03



Using FB03

6. Enter money order number, check number, or other text/number.
7. Click green check icon. 
8. If more than one entry includes the same reference data, the following message will appear:



Information

Several documents exist for the selection criteria.

Topic 5-3:

Using Receipts Header Data to Locate Documents

Transaction FB03

The screenshot shows the SAP Transaction FB03 interface. The menu bar includes List, Edit, Goto, System, and Help. The toolbar contains various icons for document actions. The title bar reads "Document List Document status S". The main area displays a table of document entries:

CoCd	Doc. no.	Year	DT	Doc.date	Post.dte	Curr.	Reference no.
ARK	14000026	2003	DZ	07/22/02	07/22/02	USD	12345
				CUSTOMER PAYMENT			
ARK	14000027	2003	DZ	07/22/02	07/22/02	USD	12345
				CUSTOMER PAYMENT			

At the bottom right, there is a button labeled "FB03" with a small icon next to it.

10. Click on a document to view.

The screenshot shows the SAP Transaction FB03 interface in the "Document Overview" view. The menu bar includes Document, Edit, Goto, Settings, Extras, Environment, System, and Help. The toolbar contains various icons for document actions. The main area displays a table of document entries:

Doc.type	Doc. number	Company code	Fiscal year
DZ (Customer payment)	14000026	ARK	2003
	Doc. date 07/22/2002	Posting date 07/22/2002	Period 01
	Ref.doc. 12345		
	Doc.currency USD		
	Doc.head.text CUSTOMER PAYMENT		

Below the document overview, there is a table showing the document's reversal status:

Doc.type	Doc. number	Company code	Fiscal year
DZ (Customer payment)	14000027	ARK	2003
	Doc. date 07/22/2002	Posting date 07/22/2002	Period 01
	Ref.doc. 12345		
	Doc.currency USD		
	Doc.head.text CUSTOMER PAYMENT		

The "Reversed by" field is circled in the document overview table.

11. Click on a line item to view.

Note: Example document above represents a document that has been reversed.

Topic 5-3:

Using Receipts Header Data to Locate Documents

Transaction FB03

Display Document: Line Item 001

G/L account: 1000710001 Cash Journal DHS 0710 - CJ 001
 Company code: ARK State of Arkansas
 Doc. no. 14000026

Line Item 1 / Debit entry / 40

Amount: 50.00 USD

Additional account assignments

Cost center		Business area	0710
Fund	1040100		
WBS element		Personnel no.	0
Earmarked funds	0	<input type="checkbox"/> Done TP Fund	
Trading part.BA			
Value date	07/22/2002		
Clearing date	07/22/2002	14000027	
Assignment	18001072		
Text	4058025000		Long text

FB03

12. Click on the header icon for additional details.



Topic 5-3:
Using Receipts Header Data to Locate Documents
Transaction FB03

Document Header: ARK Company Code			
Document type	DZ Customer payment		
Doc.header text	CUSTOMER PAYMENT		
Lot no.			
Reference	12345	Document date	07/22/2002
		Posting date	07/22/2002
Currency	USD	Posting period	01 / 2003
Ref. procedure	CAJO Cash journal doc.		
Reference key	10000000447101ARK	Log. System	D6B510PCC
Entered by	TRAIN-FI-050	Transaction	FBCJ
Entry date	07/22/2002	Time of entry	15:49:39
Changed on		Last update	
Parked by			
Reversed by	14000027	2003	
Reversal reason	01		
Card type			
Card no.			

▶ FB03

13. Header information appears. Note: Internal cash journal document number and cash journal number appear in Reference key field.
14. Click on green check icon to go back to line items.

Topic 5-4

Cash Receipts and Deposits

Topic 5-4

GL Report with Customer Data

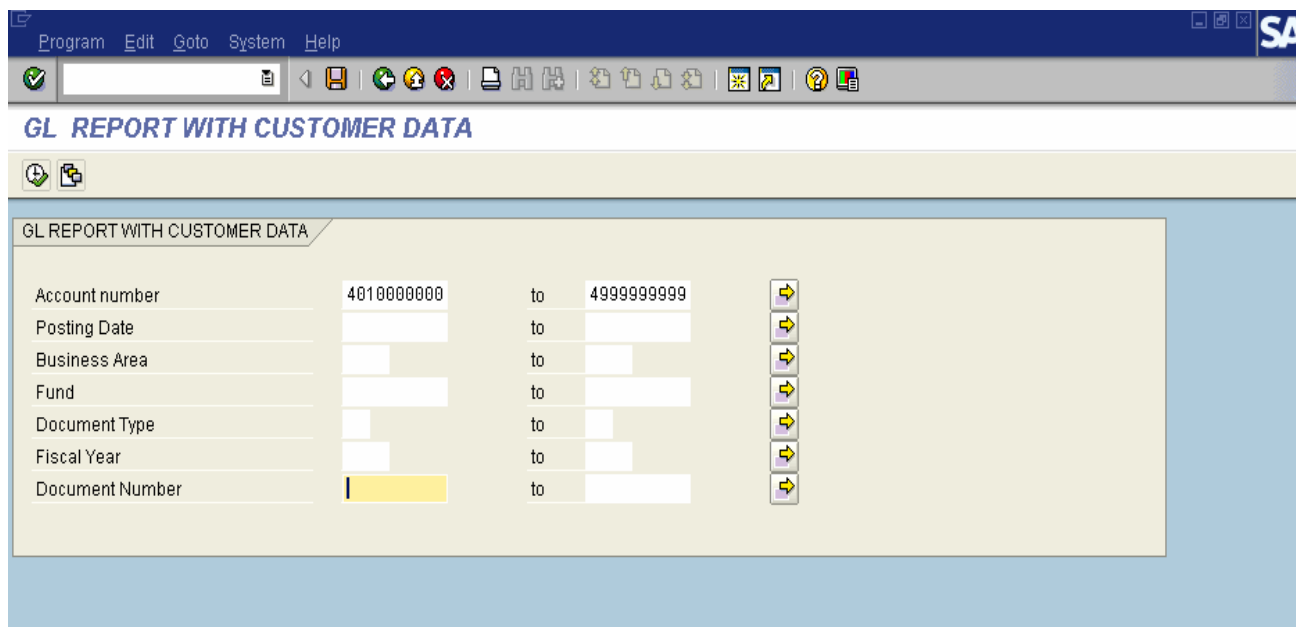
Transaction ZFIN

ZFIN is a transaction that will produce a report of receipts by GL account. This is the only transaction that will produce a report containing customer and GL data on the same lines.








Topic 5-4

GL Report with Customer Data

Transaction ZFIN



GL REPORT WITH CUSTOMER DATA

Account number	4010000000	to	4999999999	
Posting Date		to		
Business Area		to		
Fund		to		
Document Type		to		
Fiscal Year		to		
Document Number		to		

This report may be generated for a single GL account, a group of selected GL accounts or a range of GL accounts. It can be generated by fund, document type and/or document number.

For multiple single selections, click on the “multiple selection” arrow.

Enter as much selection criteria as possible. The more specific the search is set, the more efficiently the report will execute.

Topic 5-4

GL Report with Customer Data

Transaction ZFIN

GL Report With Customer Data

GL Report With Customer Data

ACCOUNT	BUS AREA	FUND	CUSTOMER NUMBER	CUSTOMER NAME	USER NAME	DOC NUMBER	POSTING DATE	ENTRY DA
4041012000	0610	MPH0000	0998015000	UNIV OF AR FOR MEDICAL SCIENCES	LKWALLACE	0018087003	07/14/2003	07/14/2003
			0998015006	UNIV. OF AR FOR MEDICAL SCIENCES	LKWALLACE	0018087002	07/14/2003	07/14/2003
			0998016500	UNIV OF CENTRAL ARKANSAS	LLARCHER	0018087073	07/15/2003	07/15/2003
			0998019801	NORTHWEST ARKANSAS COMMUNITY	LKWALLACE	0018088124	07/24/2003	07/24/2003
				NORTHWEST ARKANSAS COMMUNITY	LKWALLACE	0018088121	07/24/2003	07/24/2003
			0998032700	SCIENCE AND TECHNOLOGY AUTHORITY	LLARCHER	0018087066	07/15/2003	07/15/2003
			0998039000	AR WORKERS' COMP COMMISSION	LLARCHER	0018087061	07/15/2003	07/15/2003
							07/15/2003	07/15/2003
							07/15/2003	07/15/2003
			0998048000	DEPT OF CORRECTIONS	LKWALLACE	0018088099	07/24/2003	07/24/2003
			0998061000	DFA - DIRECTOR'S OFFICE	LLARCHER	0018087071	07/15/2003	07/15/2003
			0998061007	DFA - Marketing & Redistribution	LLARCHER	0018086482	07/09/2003	07/09/2003
			0998087700	HERITAGE - HISTORIC PRESERVATION	LLARCHER	0018087063	07/15/2003	07/15/2003
4041050000		NFA0003	0998001100	LEGISLATIVE COUNCIL	LGWESTBROO	0018086990	07/14/2003	07/14/2003
			0998008000	GAME AND FISH COMMISSION	LGWESTBROO	0018087895	07/22/2003	07/22/2003
				GAME AND FISH COMMISSION	LGWESTBROO	0018087987	07/23/2003	07/23/2003
			0998009000	HIGHWAY AND TRANSPORTATION DEPT	LGWESTBROO	0018086991	07/14/2003	07/14/2003

Click to remove columns not needed.

To customize the report layout, click on the change layout icon.

Topic 5-4

GL Report with Customer Data

Transaction ZFIN

GL Report With Customer Data

Define Display Variants

Line 1

Column content	Pos.	Length	
ACCOUNT	1	10	
BUS AREA	2	9	
FUND	3	8	
CUSTOMER NUMBER	4	18	
CUSTOMER NAME	5	21	
USER NAME	6	11	
DOC NUMBER	7	11	

Line width: 246

List width: 246

Copy

DOC NUMBER POSTING DATE EN

001135	04/02/2003	04
001131	04/01/2003	04
001133	04/01/2003	04
001136	04/02/2003	04
000984	07/17/2002	07
000986	07/17/2002	07
000988	07/17/2002	07
000989	07/17/2002	07
000990	07/17/2002	07
000991	07/17/2002	07
000996	07/17/2002	07
000038	05/31/2002	05
000690	06/30/2002	07
000689	06/30/2002	07
000687	06/30/2002	07

ZFIN sapqas OVR

Columns can be removed from view by highlighting the line and clicking on the single arrow.

Topic 5-4

GL Report with Customer Data

Transaction ZFIN

GL Report With Customer Data

Define Display Variants

Line 1

Column content	Pos.	Length	
CLEARING DOC	12	13	
COST CENTER	13	12	

Line width: 165

List width: 165

Click.

Copy

Col. content	Lgth.
ACCOUNT	10
BUS AREA	9
USER NAME	11
ENTRY DATE	10
TEXT	4
REF KEY3	8
REASON CD	10
ORDER	6
WBS	4

Print preview

DOC NUMBER	POSTING DATE	EN
001135	04/02/2003	04
001131	04/01/2003	04
001133	04/01/2003	04
001136	04/02/2003	04
000984	07/17/2002	07
000986	07/17/2002	07
000988	07/17/2002	07
000989	07/17/2002	07
000990	07/17/2002	07
000991	07/17/2002	07
000996	07/17/2002	07
000038	05/31/2002	05
000037	05/31/2002	05
000987	07/17/2002	07
000690	06/30/2002	07
000689	06/30/2002	07
000687	06/30/2002	07

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Once all fields to be hidden are selected, click on the Copy button. Hidden fields will not be displayed on the report.

Topic 5-4

GL Report with Customer Data

Transaction ZFIN

Descending.

Ascending.

GL Report With Customer Data

ACCOUNT	BUS AREA	FUND	CUSTOMER NUMBER	CUSTOMER NAME	USER NAME	DOC NUMBER	POSTING DATE	ENTRY DATE
4041012000	0610	MPH0000	0998015000	UNIV OF AR FOR MEDICAL SCIENCES	LKWALLACE	0018087003	07/14/2003	07/14/2003
			0998015006	UNIV. OF AR FOR MEDICAL SCIENCES	LKWALLACE	0018087002	07/14/2003	07/14/2003
			0998016500	UNIV OF CENTRAL ARKANSAS	LLARCHER	0018087073	07/15/2003	07/15/2003
			0998019801	NORTHWEST ARKANSAS COMMUNITY	LKWALLACE	0018088124	07/24/2003	07/24/2003
				NORTHWEST ARKANSAS COMMUNITY	LKWALLACE	0018088121	07/24/2003	07/24/2003
			0998032700	SCIENCE AND TECHNOLOGY AUTHORITY	LLARCHER	0018087066	07/15/2003	07/15/2003
			0998039000	AR WORKERS' COMP COMMISSION	LLARCHER	0018087061	07/15/2003	07/15/2003
			0998041000	SECURITIES DEPARTMENT	LLARCHER	0018087065	07/15/2003	07/15/2003
			0998047000	DEPT OF INFORMATION SYSTEMS	LLARCHER	0018087072	07/15/2003	07/15/2003
				DEPT OF INFORMATION SYSTEMS	LLARCHER	0018087062	07/15/2003	07/15/2003
			0998048000	DEPT OF CORRECTIONS	LKWALLACE	0018088099	07/24/2003	07/24/2003
			0998061000	DFA - DIRECTOR'S OFFICE	LLARCHER	0018087071	07/15/2003	07/15/2003
			0998061007	DFA - Marketing & Redistribution	LLARCHER	0018086482	07/09/2003	07/09/2003
			0998087700	HERITAGE - HISTORIC PRESERVATION	LLARCHER	0018087063	07/15/2003	07/15/2003
4041050000		NFA0003	0998001100	LEGISLATIVE COUNCIL	LGWESTBROO	0018086990	07/14/2003	07/14/2003
			0998008000	GAME AND FISH COMMISSION	LGWESTBROO	0018087895	07/22/2003	07/22/2003
				GAME AND FISH COMMISSION	LGWESTBROO	0018087987	07/23/2003	07/23/2003
			0998009000	HIGHWAY AND TRANSPORTATION DEPT	LGWESTBROO	0018086991	07/14/2003	07/14/2003

Data may be sorted in ascending or descending order by selecting the column and clicking the appropriate sort icon.

Topic 5-4

GL Report with Customer Data

Transaction ZFIN

GL Report With Customer Data

ACCOUNT	BUS AREA	FUND	CUSTOMER NUMBER	CUSTOMER NAME	USER NAME	DOC NUMBER	POSTING DATE	ENTRY DATE
4041012000	0610	MPH0000	0998015000	UNIV OF AR FOR MEDICAL SCIENCES	LKWALLACE	0018087003	07/14/2003	07/14/2003
			0998015006	UNIV. OF AR FOR MEDICAL SCIENCES	LKWALLACE	0018087002	07/14/2003	07/14/2003
			0998016500	UNIV OF CENTRAL ARKANSAS	LLARCHER	0018087073	07/15/2003	07/15/2003
			0998019801	NORTHWEST ARKANSAS COMMUNITY	LKWALLACE	0018088124	07/24/2003	07/24/2003
				NORTHWEST ARKANSAS COMMUNITY	LKWALLACE	0018088121	07/24/2003	07/24/2003
			0998032700	SCIENCE AND TECHNOLOGY AUTHORITY	LLARCHER	0018087066	07/15/2003	07/15/2003
			0998039000	AR WORKERS' COMP COMMISSION	LLARCHER	0018087061	07/15/2003	07/15/2003
			0998041000	SECURITIES DEPARTMENT	LLARCHER	0018087065	07/15/2003	07/15/2003
			0998047000	DEPT OF INFORMATION SYSTEMS	LLARCHER	0018087072	07/15/2003	07/15/2003
				DEPT OF INFORMATION SYSTEMS	LLARCHER	0018087062	07/15/2003	07/15/2003
			0998048000	DEPT OF CORRECTIONS	LKWALLACE	0018088099	07/24/2003	07/24/2003
			0998061000	DFA - DIRECTOR'S OFFICE	LLARCHER	0018087071	07/15/2003	07/15/2003
			0998061007	DFA - Marketing & Redistribution	LLARCHER	0018086482	07/09/2003	07/09/2003
			0998087700	HERITAGE - HISTORIC PRESERVATION	LLARCHER	0018087063	07/15/2003	07/15/2003
4041050000		NFA0003	0998001100	LEGISLATIVE COUNCIL	LGWESTBROO	0018086990	07/14/2003	07/14/2003
			0998008000	GAME AND FISH COMMISSION	LGWESTBROO	0018087895	07/22/2003	07/22/2003
				GAME AND FISH COMMISSION	LGWESTBROO	0018087987	07/23/2003	07/23/2003
			0998009000	HIGHWAY AND TRANSPORTATION DEPT	LGWESTBROO	0018086991	07/14/2003	07/14/2003

Data may be subtotaled by selecting the column description to be subtotaled then clicking on the subtotal icon.

Topic 5-4

GL Report with Customer Data

Transaction ZFIN

GL Report With Customer Data

Define Sort Order

Column content	Subtotal	Sort
POSTING DATE	<input type="checkbox"/>	<input checked="" type="checkbox"/>
DOC TYPE	<input type="checkbox"/>	<input checked="" type="checkbox"/>
FUND	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Field list:

- Col. content
- BUS AREA
- CUSTOMER NUMBER
- CUSTOMER NAME
- USER NAME
- DOC NUMBER
- ENTRY DATE
- MOUNT
- TEXT
- ASSIGNMENT
- REFERENCE
- REF KEY1
- REF KEY2

Move columns, check subtotal, then click Copy.

Copy

ZFIN sapgas OVR

Data may be subtotaled by multiple criteria by selecting the Subtotal icon. Highlight the column headings and move to the “Sort fields” column in the order in which the report is to be subtotaled. Check the subtotal box for the field selections to be subtotaled. Columns may be selected for sorting without being checked for subtotal.

Topic 5-4

GL Report with Customer Data

Transaction ZFIN

GL Report With Customer Data									
ACCOUNT	BUS AREA	FUND	CUSTOMER NUMBER	CUSTOMER NAME	USER NAME	DOC NUM...	POSTING D...	ENTRY DATE	
4048001000	0610	MRC0...	0998005900	AUDITOR OF STATE	RHMORRISSE	0018086266	07/01/2003	07/07/2003	
						00180862...			
4048001000	0610	MRC0...	0998020300	BOARD OF ACCOUNTANCY	RHMORRISSE	0018086267		07/07/2003	
4048001000	0610	MRC0...	0998020300	BOARD OF ACCOUNTANCY	RHMORRISSE			07/07/2003	
						00180862...			
4048001000	0610	MRC0...	0998020500	APPRAISER LICENSING AND CERT BOARD	RHMORRISSE	0018086268		07/07/2003	
4048001000	0610	MRC0...	0998020500	APPRAISER LICENSING AND CERT BOARD	RHMORRISSE			07/07/2003	
						00180862...			
4048001000	0610	MRC0...	0998021600	BOARD OF PRIVATE CAREER ED.	RHMORRISSE	0018086269		07/07/2003	
						00180862...			
4048001000	0610	MRC0...	0998022000	CHILD ABUSE & NEGLECT PREV. BD	RHMORRISSE	0018086270		07/07/2003	
4048001000	0610	MRC0...	0998022000	CHILD ABUSE & NEGLECT PREV. BD	RHMORRISSE			07/07/2003	
4048001000	0610	MRC0...	0998022000	CHILD ABUSE & NEGLECT PREV. BD	RHMORRISSE			07/07/2003	
4048001000	0610	MRC0...	0998022000	CHILD ABUSE & NEGLECT PREV. BD	RHMORRISSE			07/07/2003	
						00180862...			
4048001000	0610	MRC0...	0998025400	SOCIAL WORK LICENSING BOARD	RHMORRISSE	0018086271		07/07/2003	

This example has been subtotaled by Posting date.

Topic 5-4

GL Report with Customer Data

Transaction ZFIN

GL Report With Customer Data

ACCOUNT	BUS AREA	FUND	CUSTOMER NUMBER	CUSTOMER NAME	USER NAME	DOC NUM...	POSTING D...	ENTRY DAT
4048001000	0610	MRC0...	0998005900	AUDITOR OF STATE	RHMORRISSE	0018086266	07/01/2003	07/07/2003
MRC0...								
00180862...								
4048001000	0610	MRC0...	0998020300	BOARD OF ACCOUNTANCY	RHMORRISSE	0018086267		07/07/2003
4048001000	0610		0998020300	BOARD OF ACCOUNTANCY	RHMORRISSE			07/07/2003
MRC0...								
00180862...								
4048001000	0610	MRC0...	0998020500	APPRAISER LICENSING AND CERT BOARD	RHMORRISSE	0018086268		07/07/2003
4048001000	0610		0998020500	APPRAISER LICENSING AND CERT BOARD	RHMORRISSE			07/07/2003
MRC0...								
00180862...								
4048001000	0610	MRC0...	0998021600	BOARD OF PRIVATE CAREER ED.	RHMORRISSE	0018086269		07/07/2003
MRC0...								
00180862...								
4048001000	0610	MRC0...	0998022000	CHILD ABUSE & NEGLECT PREV. BD	RHMORRISSE	0018086270		07/07/2003
4048001000	0610		0998022000	CHILD ABUSE & NEGLECT PREV. BD	RHMORRISSE			07/07/2003
4048001000	0610		0998022000	CHILD ABUSE & NEGLECT PREV. BD	RHMORRISSE			07/07/2003
4048001000	0610		0998022000	CHILD ABUSE & NEGLECT PREV. BD	RHMORRISSE			07/07/2003
4048001000	0610		0998022000	CHILD ABUSE & NEGLECT PREV. BD	RHMORRISSE			07/07/2003
MRC0...								
00180862...								
4048001000	0610	MRC0...	0998025400	SOCIAL WORK LICENSING BOARD	RHMORRISSE	0018086271		07/07/2003

To further define the report, filters may be used. To set a filter, select the funnel shaped icon.

Topic 5-4

GL Report with Customer Data

Transaction ZFIN

GL Report With Customer Data

GL Report With Customer Data

ACCOUNT	BUS AREA	FUND	CUSTOMER NUMBER	CUSTOMER NAME	USER NAME	DOC NUM...	POSTING D...	ENTRY
4048001000	0610		0998005900	AUDITOR OF STATE	RHMORRISSE	0018086266	07/01/2003	07/07/2
		MRC0...						
						00180862...		
4048001000	0610		0998020300	B...		0018086267		07/07/2
4048001000	0610		0998020300	B...				07/07/2
		MRC0...						
4048001000	0610							07/07/2
4048001000	0610							07/07/2
		MRC0...						
4048001000	0610							07/07/2
		MRC0...						
4048001000	0610							07/07/2
4048001000	0610							07/07/2
4048001000	0610							07/07/2
4048001000	0610							07/07/2
		MRC0...						
4048001000	0610							07/07/2
		MRC0...						
4048001000	0610		0998029800	VETERINARY MEDICAL EXAMINING BOARD	RHMORRISSE	0018086272		07/07/2

Select, highlight.

Click.

Move.

Define filter criteria

Filter criteria

Column Name

FUND

Column set

Column Name

ACCOUNT

BUS AREA

CUSTOMER NUMBER

CUSTOMER NAME

USER NAME

DOC NUMBER

POSTING DATE

ENTRY DATE

DOC DATE

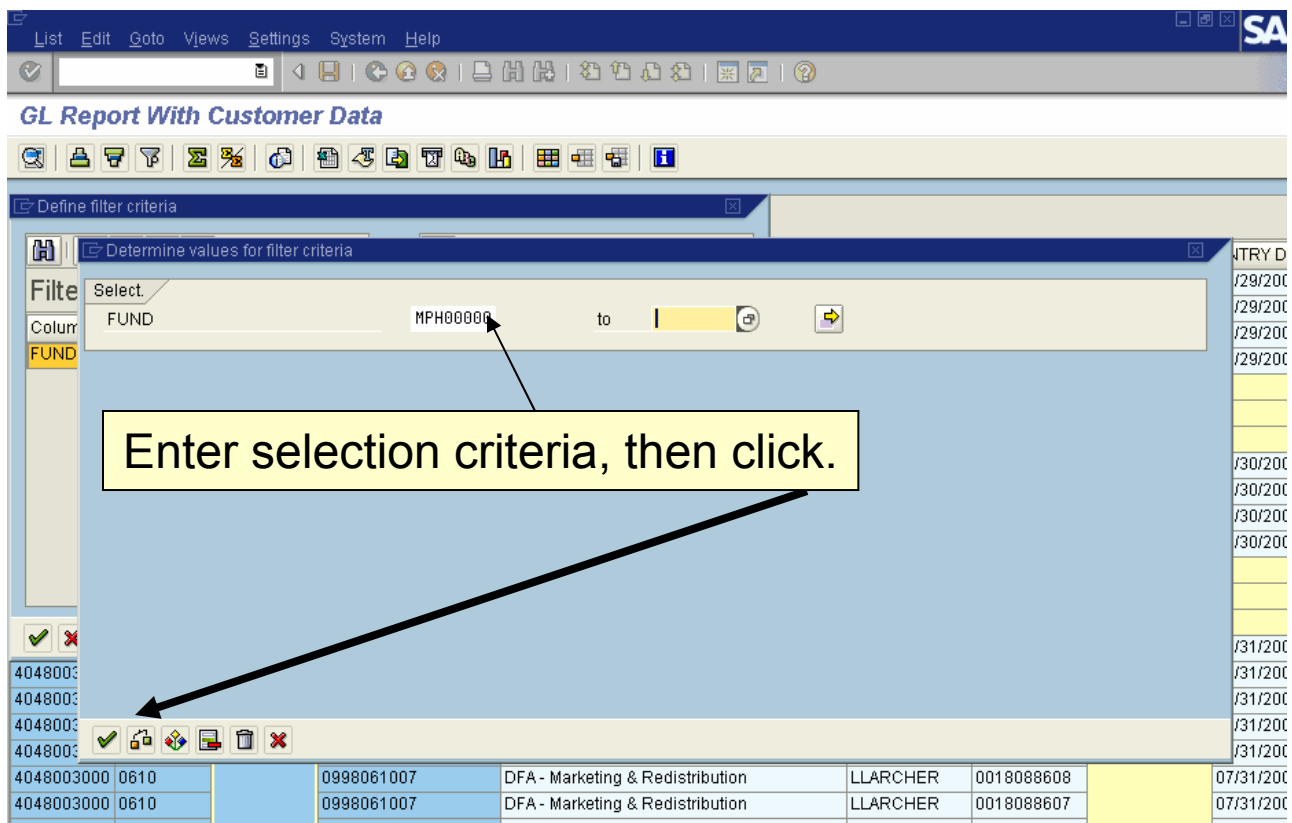
AMOUNT

Indicate the criteria for the filter by moving the column header from the field list to the filter criteria list.

Topic 5-4

GL Report with Customer Data

Transaction ZFIN



To set the parameter for the filter, type in a single value or value range. You may also select multiple single values or value ranges by clicking the arrow to the right of the selection line.

NOTE: THESE FIELDS ARE CASE SENSITIVE

Anything typed in ALL CAPS on the report will have to be entered in ALL CAPS on the filter criteria selection screen.

Topic 5-4

GL Report with Customer Data

Transaction ZFIN

GL Report With Customer Data									
ACCOUNT	BUS AREA	FUND	CUSTOMER NUMBER	CUSTOMER NAME	USER NAME	DOC NUMB...	POSTING D...	ENTRY DA	
4044003000	0610	MPH0000	0998093000	DEPT OF ENVIRONMENTAL QUALITY	LLARCHER	0018086167	07/07/2003	07/07/2003	
		MPH0000							
							07/07/2003		
4041012000	0610	MPH0000	0998061007	DFA - Marketing & Redistribution	LLARCHER	0018086482	07/09/2003	07/09/2003	
4048003000	0610		0998061007	DFA - Marketing & Redistribution	LLARCHER	0018086522		07/09/2003	
4048003000	0610		0998061007	DFA - Marketing & Redistribution	LLARCHER	0018086527		07/09/2003	
4048003000	0610		0998061007	DFA - Marketing & Redistribution	LLARCHER	0018086533		07/09/2003	
4048003000	0610		0998061007	DFA - Marketing & Redistribution	LLARCHER	0018086531		07/09/2003	
4048003000	0610		0998061007	DFA - Marketing & Redistribution	LLARCHER	0018086529		07/09/2003	
4048003000	0610		0998061007	DFA - Marketing & Redistribution	LLARCHER	0018086520		07/09/2003	
		MPH0000							
							07/09/2003		
4048003000	0610	MPH0000	0998061007	DFA - Marketing & Redistribution	LLARCHER	0018086618	07/10/2003	07/10/2003	
4048003000	0610		0998061007	DFA - Marketing & Redistribution	LLARCHER	0018086617		07/10/2003	
4048003000	0610		0998061007	DFA - Marketing & Redistribution	LLARCHER	0018086616		07/10/2003	
		MPH0000							
							07/10/2003		
4041012000	0610	MPH0000	0998015000	UNIV OF AR FOR MEDICAL SCIENCES	LKWALLACE	0018087003	07/14/2003	07/14/2003	
4041012000	0610		0998015006	UNIV. OF AR FOR MEDICAL SCIENCES	LKWALLACE	0018087002		07/14/2003	

Filtered data will be displayed. The report may be printed or exported to local files as desired.

Filtered data will be displayed. The report may be printed or exported to local files as you desire.

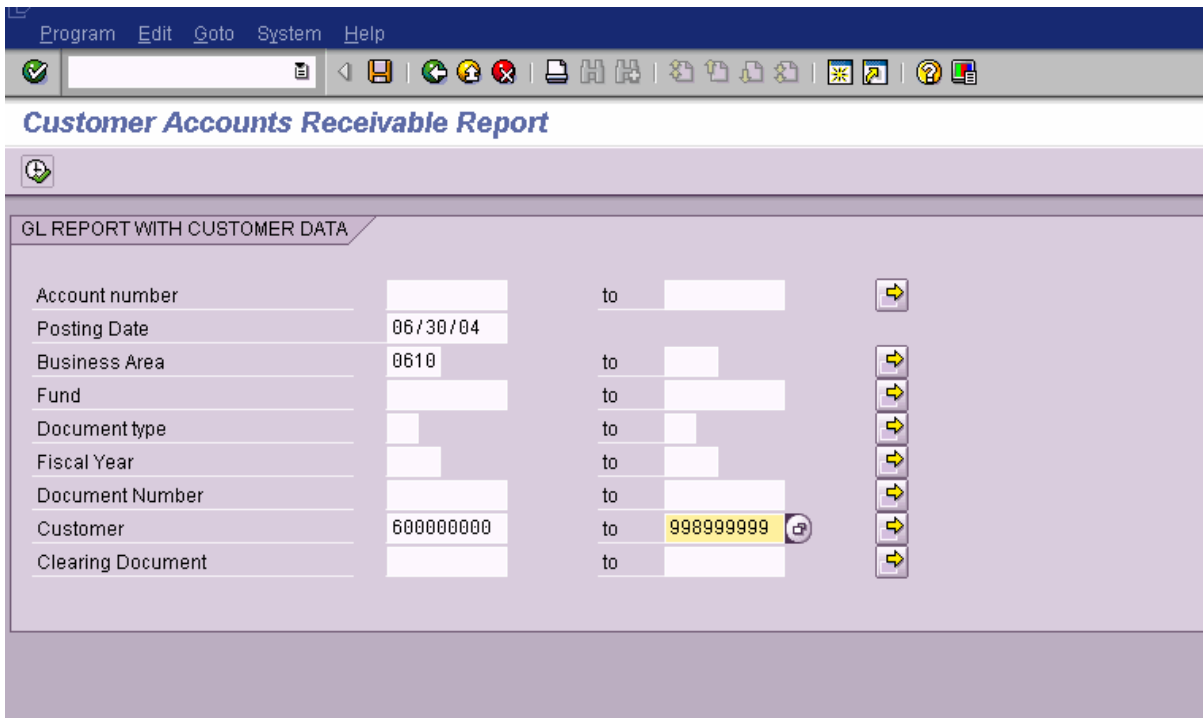
Select the “Print Preview” icon to view the report as it will be printed.

Topic 5-5

Customer Report with GL Data

Transaction ZCAR

- The ZCAR report can be used to view the same data contained in the ZFIN report but can be executed by customer number. Procedures for execution and customization will be the same as in Topic 5-4 for the ZFIN report.
- Below is an example of the ZCAR use/results.



Customer Accounts Receivable Report

GL REPORT WITH CUSTOMER DATA

Account number		to		
Posting Date	06/30/04			
Business Area	0610	to		
Fund		to		
Document type		to		
Fiscal Year		to		
Document Number		to		
Customer	6000000000	to	9989999999	
Clearing Document		to		

To run a report for customer open items for a specific period, enter the ending date of the period, your business area and the customer number range 6000000000 to 9989999999.

Topic 5-5

Customer Report with GL Data

Transaction ZCAR

[illegible]

1. When report executes, click on the current display icon.
2. Select /Cust AR Layout.
3. Green check.

This variant will produce a report of open items that will tie to the FBL5N open items report. The ZCAR will contain fund information not available on the standard customer reports.